

JOB DESCRIPTION

Transportation Officer

Reporting Relationship:	Position Reports to the Operations Administrator
Work Schedule:	This position works the day and afternoon shifts with varying workdays.
FLSA Status:	Non-Exempt

I. SUMMARY OF POSITION

Under the direct supervision of the Operations Administrator and general supervision of the Facility Director the Transportation Officer works in conjunction with the residential staff of the facility to ensure that the facility transportation needs are met on a daily basis.

Transportation Officers are responsible for the direct supervision, observation and monitoring of the residents of the facility while they are in their care.

Transportation Officers supervise residents in accordance with established rules and regulations. They direct and re-direct resident behavior and communicate all said behavior to the Resident Supervisor or Shift Supervisor on duty.

II. ESSENTIAL DUTIES AND RESPONSIBILITIES-*Essential duties and responsibilities may include, but are not limited to, the following:*

- Consistently report to work on time and when scheduled.
- Transports residents outside of the facility to places such as hospitals, doctor appointments, courts, etc.
- Transports NEOCAP employees and/or documents as required.
- Transports resident property to and from jails, courts, and probation offices.
- Ensures the timely transportation of residents, employees and documents.
- Collects facility supplies and purchases as required.
- Maintains discipline, order, safety and security when transporting residents.
- Supervises residents assigned to the task of cleaning facility vehicles.
- Makes entries in transportation log on each trip of mileage, destination, and time.
- Follows policy and procedure of signing out vehicle keys, gas cards, and cellphone.
- Conducts vehicle inspections under the direction of the Operations Administrator.
- Maintains fuel fill ups, tire fill ups, and fluids as needed in all facility vehicles.

- Enters all vehicle maintenance issues in the facility computer.
- Reads maps, follows directions and locates addresses.
- Directs and re-directs residents' behavior while in transport.
- Reads transportation board and other documents to remain current and informed.
- Communicates any resident behavior issues with supervisor on duty to ensure exchange of pertinent information.
- Monitors residents safety and interactions while out of the facility.
- Transports to CSP projects and supervises resident's completion of community service projects.
- When not driving, will be stationed in Central Control to operate security door system, answer internal phone calls, and input vehicle maintenance requests when needed.
- Communicates clearly and concisely with staff, residents, visitors, and others.
- Remains alert for entire shift.
- Responds to visitors of the facility.
- Other duties as assigned.

III. JOB QUALIFICATIONS

To perform this job successfully, an individual must possess a valid driver's license and be able to perform each essential function at expected level of competency. The requirements listed below are representative of the knowledge, skills, and/or ability required.

Education and Work Experience

High School Diploma or equivalent. Must have an excellent driving record.

Language Skills

Ability to read, analyze, and interpret general materials such as maps, written directions, policies and procedures, manuals and handbooks. Ability to write reports, communicate via a computer, and to effectively present information and observations verbally and through the computer log. Ability to respond to questions from co-workers, supervisors, residents and visitors to the facility.

Vehicle Knowledge/Skills

Ability to operate a motor vehicle including a van with a trailer attached. Ability to recognize vehicle maintenance issues and report appropriately.

Mathematical Skills

Ability to count, add, subtract and multiply.

Equipment

Ability to operate a cellphone, telephone, two-way radio, security door keyboard and facility vehicles.

Reasoning Skills

Ability to solve practical problems and deal with a variety of variables in situations where limited supervision or standardization exists. Ability to critically think.

Interpersonal Skills

Ability to communicate effectively by actively listening, asking appropriate questions and providing feedback to ensure effective delivery of information. Ability to assimilate onto and work as a team member.

Physical Demands

While performing the duties of this job, the Transportation Officer is regularly required to sit, stand, use hands and fingers, reach with hands and arms, talk and hear. The Transportation Officer is regularly required to walk, stoop, kneel, or crouch. Vision requirements for this job include close vision, depth perception, and ability to adjust focus.

The Transportation Officer is regularly required to talk, hear, walk and sit. Transportation Officers must be able to stand, use hands and fingers to touch and feel, and to reach above the head.

Work Environment

The milieu of NEOCAP is a very structured and organized work environment. Discipline, noise level, and movement, are to be maintained at a non-disruptive level. Creating an environment where treatment and behavior change can occur is essential. Transportation Officers must adhere to all established rules and regulations, and conduct assigned duties in accordance with policy and procedure. Working with the offender population in a Direct Supervision Model can make the work environment stressful.

*This job description is intended to present an illustrative description of the range of duties, the scope of responsibility and the required level of knowledge, skills and abilities necessary to describe the essential functions of the job. Specifications are **not** intended to reflect all duties performed by Transportation Officers.*

Revised: April 19, 2016